Navigating Evolve Recruitment Portal

Contents
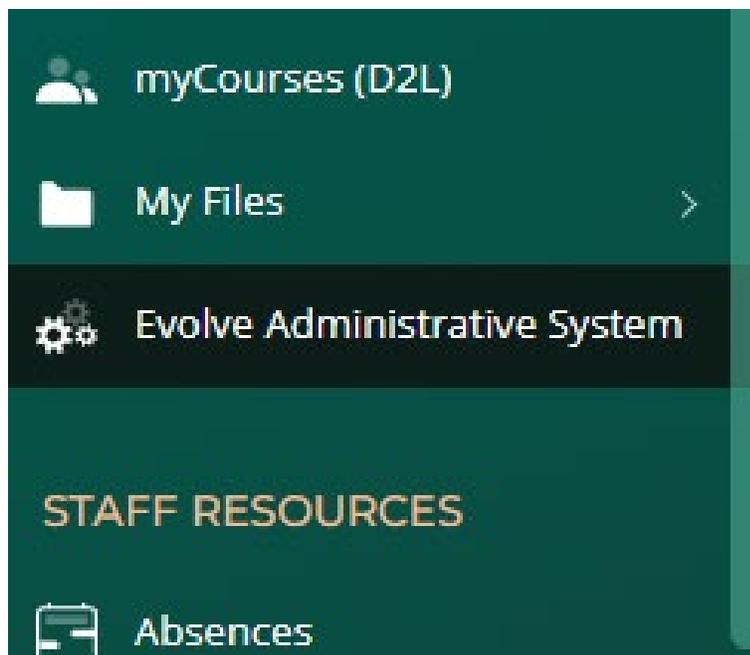
Navigating Evolve Recruitment Portal

Our Applicant Tracking System is located in the Evolve portal within the Recruitment application. All recruitment efforts across the College can be posted on evolve by connecting with the Human Resources Talent Officer. All recruitment led by Human Resources will be hosted on the portal automatically.
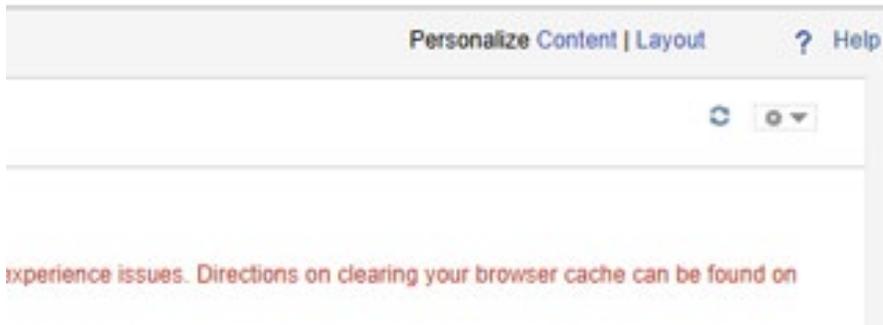
Accessing The Competition:

Begin by opening the competition in evolve. Visit My Campus; Evolve Administrative Systems.

NOTE: If the competition requires a review of internal employees Human Resources will conduct the review prior to providing access to Hiring Managers.

Navigating Evolve Recruitment Portal

From the NavBar in the top right of your screen, select Recruiting.

Navigating Evolve Recruitment Portal

Select Search Job Openings.

Navigating Evolve Recruitment Portal

You can: enter the competition number in the Job Opening ID, enter the Job Posting Title, or just select Search and all open competitions that are linked to your account will appear.

NOTE: If you are looking for a competition that is closed you can change the status menu to the top blank box and all competitions linked to your account will appear.

Select the competition you would like to review by clicking the blue position title;

Navigating Evolve Recruitment Portal

Accessing The Applicants:

Open the applicants tab to review your candidates.

PreScreening Questionnaire:

All candidates are required to complete a basic prescreening questionnaire when they apply to a competition.

To access their answers select the icon under application; open the Questionnaire tab. From this tab you can review the answers to the pre-screening questions.

Navigating Evolve Recruitment Portal

Applicants Menu Overview

When reviewing the full applicant list it will provide additional candidate information. Including the type of applicant and disposition of the applicant.

Type:

- External – External applicant or internal applicants that did not apply through the internal portal.
- Support Full Time – Active Full Time support staff
- Faculty NFT – Non Full Time Faculty, there are several subcategories to this type of employment including contract faculty, part time and partial load.
- Employee – Many reasons this will appear, could include current or previous students or a temporary employee.
- Support Appendix D – They are identified as a temporary employee fulfilling a Full Time support staff role.
- Support Part Time –Active Part Time support staff

Disposition:

- Applied – Active application
- Wdraw App – Candidate withdrew their application. We can contact these individuals but they may not respond.
- Reviewed, Reject, Interview – See "Tracking Candidates in Evolve"

Tracking Candidates in Evolve:

On the applicant listing you can modify the disposition column depending on the action you would like to take with the candidate.

Options Include "Mark Reviewed" and "Reject"
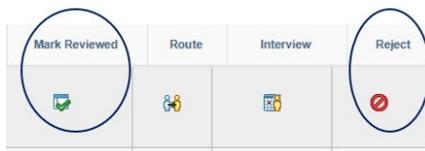
Updating Application Status (Disposition)

Reviewed: From the applicant listing you can select the icon under the Mark Reviewed column. This will change the disposition to "reviewed".

Reject: From the applicant listing you can select the icon under the Reject column. You have the option of including a reason or can leave blank. Ensure you select ONLY the Reject button, do not use the Reject and Correspond function.

Navigating Evolve Recruitment Portal

Interview: Once you have finalized your candidate list you can return to the applicant listing and update the disposition for just the candidates you would like to interview.

From Other Actions; select Recruiting Actions; Edit Disposition
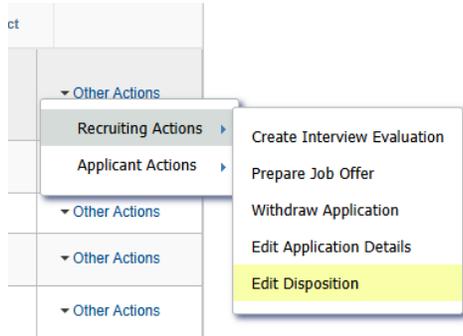
Change the New Disposition menu to "060 Interview", Status Reason can remain unchanged. Save.

The Disposition will now appear as "Interview".

Next Steps:
Once you have your final list of candidates you can connect with the Human Resources Talent Officer for further guidance and assistance.

Note: Not all recruitment efforts involve Human Resources. If you are leading your own recruitment, please keep in mind the following:

- The candidate aligns with the education and experience requirements of the role
- The candidate and position align with the strategic plan and values of Fleming College
- Work references are conducted with all external candidates
- As of January 1, 2026, per employment standards act Ontario, 2000, we are required to retain a record of documentation including job postings, applications, and any information provided to interviewed applicants for three years.